

CHAPTER 67-11-05 SCHOOL COUNSELOR CREDENTIALS

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67-11-05-01. School counselor credential. For purposes of school accreditation, a school may employ as a school counselor only a person who holds a school counselor credential or the counselor designate credential as outlined in this chapter or who has been authorized by the education standards and practices board in that specialty at a level the department determines meets or exceeds the requirements of this chapter and is consistent with the North Dakota teacher education program approval standards 2000 with 2002 revisions adopted by the education standards and practices board on August 1, 2002.

History: Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15-20.4-03, 15.1-02-04, 15.1-02-11, 15.1-13-23

67-11-05-02. Issuing agency. The North Dakota school counselor credential issuing agency address is:

Superintendent of Public Instruction
Department of Public Instruction
600 East Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440

History: Effective February 1, 2000; amended effective May 16, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15-20.4-03, 15.1-02-04, 15.1-02-11, 15.1-13-23

67-11-05-03. Program approval for school counselor programs. Whenever this chapter refers to "state-approved program", it refers to the process by which the education standards and practices board in concert with the department of public instruction shall supervise a system of program approval at those colleges within the state of North Dakota which provide school counselor education programs. School counselor education programs from other states or private colleges which meet standards for program approval are listed in the manual on certification and preparation of education personnel in the United

States and Canada published by the national association of state directors of teacher education and certification.

History: Effective May 16, 2000; amended effective November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15-20.4-03, 15.1-02-04, 15.1-02-11, 15.1-13-23

67-11-05-04. Types of credentials.

1. Counselor designate credential CD08 will no longer be issued. A CD08 issued on or before January 1, 2001, is valid until the expiration date on the credential. See subsection 4 of section 67-11-05-04 for an option to satisfy accreditation requirements.
2. Counselor designate credential CD16 is valid only while the individual holds a valid North Dakota educator's professional license. A credential must be renewed each time the individual's educator's professional license is renewed. However, an individual who holds a lifetime North Dakota educator's professional license must renew the credential every five years.
3. School counselor credential CG01, CG02, CG03, CG1G, CG2G, or CG3G.
 - a. These credentials will be known as the CG01 and CG1G for secondary, CG02 and CG2G for elementary, and CG03 and CG3G for elementary and secondary in any school grade configuration.
 - b. Each CG01, CG02, and CG03 credential is valid only while the individual holds a valid North Dakota educator's professional license. A credential must be renewed each time the individual's educator's professional license is renewed. However, an individual who holds a lifetime North Dakota educator's professional license must renew the credential every five years.
 - c. Each CG1G, CG2G, and CG3G credential is valid for one year, provided the holder is pursuing the seven-year course of study required by North Dakota Century Code section 15.1-13-23 and North Dakota Administrative Code section 67.1-02-04-03, and is renewable for one-year terms until the earlier of:
 - (1) Seven years from the date of initial employment as a school counselor; or
 - (2) The credentialed individual acquires an educator's professional license.

After successful completion of the required seven-year course of study and acquisition of an educator's professional license, and

prior to the expiration of the one-year term for the last year the individual was credentialed as a CG1G, CG2G, or CG3G, the individual must obtain appropriate credentials as a CG01, CG02, or CG03.

4. Plan of study option to qualify for counselor qualification points to satisfy accreditation requirements.

If a school is unable to employ a credentialed counselor or counselor designate, as required by the enrollment of students served, the school may employ a licensed teacher to serve as the counselor designate. A written plan of study, from a state-approved school counseling program, including course names, numbers, and credit hours, to become a credentialed counselor or counselor designate must be submitted to the department of public instruction and be approved. Upon written request, the department may authorize a change of the courses selected for a particular year in the written plan of study if the change will not result in fewer than five semester hours per year of core counseling coursework. The licensed teacher must have completed a minimum of eight hours of graduate coursework in counseling from a state-approved school counseling program in order for the plan to be considered for approval. Once the written plan of study is approved, the licensed teacher must submit transcripts documenting completion of a minimum of five semester hours of graduate core counseling coursework, as listed in subdivision d of subsection 1 of section 67-11-05-05, each year until the teacher obtains the required credential.

5. To synchronize credentials issued under this chapter with the licensure period of the educator's professional license, any credential that will expire within twelve months of issuance, because the educator's professional license will expire within twelve months of the issuance of the new credential, will be issued for a period coinciding with the period of licensure of the succeeding educator's professional license.

History: Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15-20.4-03, 15.1-02-04, 15.1-02-11, 15.1-13-23

67-11-05-05. Credential standards.

1. **School counselor credential standards for CG01, CG02, and CG03 credentials.** The counselor must:
 - a. Hold a valid educator's professional license issued by the education standards and practices board in accordance with North Dakota Century Code sections 15-36-01 and 15-38-18 and North Dakota Administrative Code title 67.1 except as provided through

provisions in North Dakota Century Code section 15.1-13-23 and subsection 3;

- b. Have two years of successful professional experience in teaching or a related human service field except as provided through provisions in North Dakota Century Code section 15.1-13-23;
- c. Obtain a favorable letter of recommendation from the counselor's state-approved school counseling program advisor; and
- d. Have a master's degree in education, counseling, or a related human service field and the following graduate core counseling coursework content from a state-approved school counseling program listed below:
 - (1) Elementary school counseling (CG02, CG2G, CG03, and CG3G);
 - (2) Secondary school counseling (CG01, CG1G, CG03, and CG3G);
 - (3) Supervised school-based internship:
 - (a) For the CG01, CG1G, CG2G, or the CG02, a minimum of four hundred fifty contact hours at the appropriate grade levels; and
 - (b) For the CG03 and the CG3G, a minimum of four hundred fifty contact hours of which at least one hundred fifty contact hours are at both the elementary and secondary level;
 - (4) Guidance administration and consulting;
 - (5) Counseling theories;
 - (6) Assessment techniques;
 - (7) Group techniques or group dynamics;
 - (8) Career counseling and testing; and
 - (9) Counseling techniques.

2. **Counselor designate credential standards CD16.** The counselor designate must:

- a. Hold a valid educator's professional license issued by the education standards and practices board in accordance with North

Dakota Century Code sections 15.1-13-08 and 15.1-13-10 and North Dakota Administrative Code title 67.1;

- b. Have completed a minimum of sixteen semester hours of graduate core counseling courses from a state-approved school counseling program; and
 - c. Obtain a favorable letter of recommendation from the counselor's state-approved school counseling program advisor.
3. **School counselor credential standards for CG1G, CG2G, and CG3G credentials.** To qualify as a CG1G, CG2G, or CG3G, an individual must:
- a. Have a graduate degree in counseling from a state-approved school counseling program;
 - b. Have completed the requirements required in subdivisions c and d of subsection 1; and
 - c. Be pursuing licensure as a teacher by engaging in a course of study that will result in licensure within seven years of initial employment as a school counselor as provided in section 67.1-02-04-03.

History: Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15-20.4-03, 15.1-02-04, 15.1-02-11, 15.1-13-23

67-11-05-06. Application process. An initial applicant must submit the following:

- 1. A completed application form, SFN 51622, provided by the department of public instruction;
- 2. A copy of official transcripts;
- 3. Written documentation from a supervisor verifying two years of successful professional experience in teaching or a related human service field except as provided by North Dakota Century Code section 15.1-13-23 and subsection 3 of section 67-11-05-05;
- 4. A favorable letter of recommendation from the applicant's state-approved school counseling program advisor; and
- 5. Documentation from a counselor educator verifying the school-based internship for a CG01, CG02, CG03, CG1G, CG2G, or CG3G that details:

- a. Grade levels and number of contact hours involved in the internship experience; and
- b. The name and location of the school where the internship occurred.

History: Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15-20.4-03, 15.1-02-04, 15.1-02-11, 15.1-13-23

67-11-05-07. Renewal requirements.

1. All counselor credentials are renewed by submitting a copy of official transcripts documenting the completion of four semester hours of graduate coursework in education, of which two semester hours must be in the area of counseling. These two semester hours of required counseling coursework may be replaced by thirty clock-hours of continuing education hours in counseling with a signed verification of attendance or participation by the conference or workshop sponsor, the employer, or a school district business manager.
2. Renewals for the purpose of aligning the renewal dates of their credentials with their educator's professional licenses may be granted upon request of applicants. The number of semester hours needed for renewal will be calculated on a one semester hour per year basis.

History: Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15-20.4-03, 15.1-02-04, 15.1-02-11, 15.1-13-23

67-11-05-08. Reconsideration. If issuance or renewal of the credential under this chapter is denied, the denial must be in writing and must state all reasons for denial. The applicant must be notified of the opportunity for reconsideration. If the credential under this chapter is denied, the applicant may request a reconsideration of the decision. A written request for reconsideration must be received by the superintendent of public instruction within three weeks of the date of mailing by the department of public instruction. Late requests will not be considered. The reconsideration request must state the following:

1. The facts, law, or rule the applicant believes was erroneously interpreted or applied; and
2. The applicant's arguments on how the facts, law, or rule should have been applied, giving specific reasons and thorough analysis.

The superintendent of public instruction will issue a final written response on the reconsideration request within three weeks after receiving a complete reconsideration request.

History: Effective February 1, 2000; amended effective May 16, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15-20.4-03, 15.1-02-04, 15.1-02-11, 15.1-13-23